



VOLUNTEER COORDINATOR/ADMINISTRATIVE ASSISTANT SUMMER INTERN POSITION

The Sunshine Coast Festival of the Written Arts (SCFWA) is seeking a Volunteer Coordinator/ Administrative Assistant. This is a temporary position being offered from Tuesday, May 23 to Friday, August 25, 2023.

LOCATION: Rockwood Centre, Sechelt, BC

TYPE: Temporary full-time position (35/hours a week, Monday-Friday). Please note that overtime and weekend hours are required during festival week (August 14-20).

COMPENSATION: \$21.25/hour

This position is subject to funding from the Canada Summer Jobs Program. Applicants must be 15-30, and either a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred (international students are ineligible) and be legally entitled to work in Canada.

The successful candidate will report to and work closely with the Festival's Artistic and Executive Director (AED) on a wide range of duties relating to the planning and production of an annual literary festival.

Principal responsibilities include:

- in-person and telephone reception
- answering queries from the public
- liaising with and scheduling shifts for approximately 150 volunteers
- processing ticket orders
- providing administrative support to the AED

The successful candidate will:

- enjoy and be comfortable with working with the public
- be accurate, organized and efficient
- be able to work independently and as part of a team
- have an appreciation for Canadian books and writing

The SCFWA is strongly committed to equality, inclusion and diversity and we welcome applications from members of underrepresented communities.

This position involves a wide range of administrative and clerical tasks; patience and attention to detail are very important. While it is an entry level position, the job offers exposure to and participation in many aspects of event management and festival production. We are also committed to offering opportunities for our intern to learn and to be mentored. More information about the SCFWA can be found on our website:

www.writersfestival.ca.

Please call the Festival office at 604-885-9631 if you have questions about the position or the application process. All submissions will be acknowledged, but only those candidates selected for an interview will receive a detailed response. To apply, send a resume and cover letter to:

Marisa Alps, Artistic and Executive Director
Sunshine Coast Festival of the Written Arts
marisa@writersfestival.ca

Deadline for applications is **Monday, April 17, 2023**.